

FIRE PREVENTION SPECIALIST

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – RE255

GENERAL DESCRIPTION OF DUTIES

The Primary responsibility of the Fire Prevention Specialist is to promote fire and life safety among the citizens served by the McMinnville Fire Department. This will be accomplished by providing fire prevention programs through training, education and the application of known prevention principles in cooperation with the Fire & Life Safety Division, City and County Officials.

Secondary responsibilities include conducting pre-plan surveys, conducting low-hazard maintenance fire inspections and assisting with fire investigations.

SUPERVISION RECEIVED

This position receives general supervision from the Fire Marshal.

SUPERVISION EXERCISED

This position requires no direct supervisory responsibilities. The position may serve as a coordinator to fire and life safety volunteers, student interns, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.
2. Planning, preparing, and presenting proactive fire and life safety education programs of instruction intended to address the needs of the community and educate and inform the public regarding fire and life safety issues.
3. Design and develop original, or modify existing, course materials and/or lesson plans for fire and life safety education programs.
4. Schedule and conduct age- and audience-appropriate programs of instruction on fire and life safety issues using prepared materials (e.g. setting-up props) with identified objectives.
5. Coordinate scheduling programs with Fire Department personnel and other appropriate entities whose participation is necessary to assure a successful program completion.
6. Respond to questions from the public regarding fire and life safety with applicable facts and recommended practices
7. Assist at fire investigations under the supervision of senior employees or the designated Fire Investigator.

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8. Creates and maintains Fire Department pre-plan survey reports.
9. Investigates complaints related to illegal burns and accumulated waste presenting a fire hazard. Meets and discusses violations with individuals, and issues citations as necessary.
10. Receive, respond to, and act upon concerns, complaints, and fire safety-related service requests from the public, including the delivery and/or installation of fire safety equipment (e.g. smoke/carbon monoxide detectors, fire extinguishers, knox boxes).
11. Exercise independent judgment in determining what proactive and preventive actions may need to be taken in matters regarding fire and life safety for the population served within assigned duties.
12. Provide projected expenditure information for the Public Education Programs and assist the Fire Marshal in preparing the Fire & Life Safety Division fiscal year budget, following the Department and City standards and guidelines.
13. Assist the Fire Marshal in determining fire and life safety education priorities, goals, and objectives, and aid in developing subsequent strategies and methods with the appropriate allocation of resources.
14. May conduct low-hazard occupancy inspections to ensure compliance with fire and building codes, and related laws and ordinances in existing buildings, including road inspections to ensure accessibility of department vehicles
15. Represents the City of McMinnville by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
16. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in area of responsibility.
2. Maintains work area in a clean and orderly manner.

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WORK QUALIFICATIONS

Knowledge

- Basic knowledge of educational methods as they relate to presenting programs of fire and life safety instruction; an understanding of the Fire Service and its role in the community; the basic science of fire behavior.
- Preference will be given to candidates who also have an understanding of the Fire Service and its role in the community, the basic science of fire behavior, and a working knowledge of fundamental fire prevention and survival techniques.

Skills

- Skill in communicating effectively, both orally and in writing; and
- Skill in establishing and maintaining effective work relationships with Department staff and members of the public.
- Ability to work with people who come from challenging backgrounds in a positive manner; being a positive contributor to working in teams internally and externally; being a self-starter who takes the initiative to get things done where they recognize a problem.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to a high school education and any satisfactory combination of experience and training which demonstrates the knowledge and skills to perform the essential job functions.

SPECIAL REQUIREMENTS

Ability to obtain a valid Oregon Department of Public Safety Standards and Training (DPSST) Fire Public Fire and Life Safety Educator I certification within 1 year. Ability to obtain Oregon Office of State Fire Marshal Competency Recognition Company Inspector.

DESIRABLE CERTIFICATIONS AND EXPERIENCE

Previous experience in fire safety education; Oregon Department of Public Safety Standards and Training (DPSST) Fire Public Fire and Life Safety Educator II; International Code Council Fire Inspector 1 certification.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit stoop, climb, bend, crawl, communicate, reach and manipulate objects, tools or controls. The position requires mobility in commercial and industrial facilities and areas having suffered fire damage. Duties involve moving materials weighing up to 30 pounds on a regular basis such as boxes of public education materials, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required

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approximately 75% of the work period while operating equipment such as a computer keyboard, telephone, calculator, instruments and tools used for fire and life safety education programs and fire investigations and inspections, etc. Reasonable accommodation will be made to meet the needs of qualified individuals with disabilities who have known limitations.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. Approximately 40% of the work period is spent in other working environments, which may expose the incumbent to inclement weather, hazardous materials, and other environments.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 07/08

Revised: 03/10